



Proposed Revisions to Chapter 242 of the
Codified Rules and Regulations and Proposed
New Personnel Policies 100.07 and 600.12

Committee of the Whole

May 10, 2022



Background

- Codified in 1989 (Resolution 1989-176)
- Review and update to bring policies in line with current operations
- Subject to review and revision every 3 years

Chapter 242 – General Manager/Secretary-Treasurer

- 242.01 – new section to identify duties and responsibilities of the General Manager
- 242.02 – identifies both General Manager and Secretary-Treasurer as responsible for providing reports to the Board

Chapter 242 – General Manager/Secretary-Treasurer

- Change title “CEO, General Manager/Secretary-Treasurer” to “General Manager, Chief Executive Officer” throughout chapter
- 242.05 – provide for compliance with procurement policies & procedures if pilot falls within scope of those policies & procedures

Chapter 242 – General Manager/Secretary-Treasurer

- 242.07 – allows General Manager to delegate authority to use funds generated from employee use of vending machines to a designee

Personnel Policy 100.07

- Anti-Bullying and Prevention of Abusive Conduct
- Employees should enjoy a workplace that supports growth and professional development
- Requires professional and civil behavior towards employees, customers and members of the public

Personnel Policy 100.07

- Conduct may be reported to supervisor, DGM Human Resources or Labor and Employee Relations Department
- Thorough and impartial investigation
- Consequences: apology, counseling, training and/or discipline up to and including termination

Personnel Policy 600.12

- Lactation Policy
- Supportive environment for breastfeeding employees
- Provides for General Manager, CEO to establish procedures to implement this policy

Recommendation

Staff requests that the Committee of the Whole recommend these provisions to the Board of Trustees for approval.

Questions

